

# Conducting Serious Incident Investigations

## CLASSES ARE LIMITED TO 16 PARTICIPANTS EACH.

This training is designed to address procedures for conducting investigations into allegations of abuse, neglect, exploitation, or rights violations. The information presented in this course is presented using both lecture and interactive exercises, and will focus on types of evidence, organizing an investigation, interviewing witnesses, taking written statements, reconciling conflicting evidence, and preparing written investigation reports.

Participants will receive a course manual and certificate of attendance.

**SEE INSTRUCTIONS ON ATTACHED REGISTRATION FORM ON HOW TO REGISTER.**

### MOBILE

**August 20-21, 2008**  
Conference Room @  
Region III Community  
Services  
3290 Dauphin Street, # 600

### TUSCALOOSA

**September 18-19, 2008**  
Taylor Hardin Secure  
Medical Center- Staff  
Development  
Tuscaloosa, Alabama

### BIRMINGHAM

**October 16-17, 2008**  
Community Room  
Capitol Care South  
2619 Commerce Blvd.  
Ironton, AL 35210

### MONTGOMERY

**November 20-21, 2008**  
Montgomery Location to be  
Announced

## INSTRUCTORS

Kim Sturdivant, Ph.D.  
Certified Investigations Trainer

Dianne Durbin, B.A.  
Certified Investigations Training

Steve Lloyd, MS  
Certified Investigations Trainer

## TARGET AUDIENCE

- Clinical staff who conduct incident investigations for the Alabama DMH/MR facilities and community mental health programs.
- Nurses, Social Workers, Psychologists, and Counselors.

## CONTINUING EDUCATION

*The Alabama Department of Mental Health and Mental Retardation*

- is approved as a provider of continuing education in **Nursing** by the Alabama Board of Nursing, **ABNP0150, Expiration Date: July 5, 2009;**
- is an approved provider of continuing education for **Social Workers** in the State of Alabama through the Alabama State Board of Social Work Examiners;
- is an **NBCC Approved Continuing Education Provider (ACEPTM)** and may offer NBCC approved clock hours for events that meet NBCC requirements. The ACEP solely is responsible for all aspects of the program.
- is approved by the American Psychological Association (APA) to sponsor continuing education for **psychologists**. The Alabama Department of Mental Health and Mental Retardation maintains responsibility for this program and its content.

This program is offered for 11.5 contact hours (clock hours) for Social Workers and Counselors, and 13.5 for Nurses.

**ELIGIBLE PARTICIPANTS MUST BE IN ATTENDANCE FOR THE FULL PROGRAM TO RECEIVE CREDIT FOR COMPLETING THIS COURSE.**

## SCHEDULE

**Registration: 9:00 a.m. – 10:00 a.m.**

Training will begin @ 10:00 a.m. on Day One, and 8:30 a.m. on Day Two. Each day will end at approximately 4:00 p.m. **unless otherwise noted.**

**One Hour for Lunch Each Day - On Your Own!**

## OBJECTIVES

Participants attending this course will be able to:

- Define the fundamental principles of an investigation.
- Define basic terms associated with investigations.
- Identify the four types of investigating interviews.
- Identify the communications model that helps investigators understand the dynamics of the communication process.
- Recognize and ask investigative questions and be able to organize an investigation with a case study.
- To demonstrate the skills of interviewing witnesses through statement taking techniques and role-play.

## COST

**\$20.00** per person to cover training and testing materials.

If CE's are requested, an additional **\$20.00** fee will be required per person. Fees must be paid with registration. Checks/Money Orders should be made payable to:

**Alabama Department of Mental Health  
and Mental Retardation**

**Please use the Mailing Address on Registration Form**

### **Cancellations and Refunds:**

**Cancellations are subject to a 25% cancellation fee. Refunds will not be granted after the program has begun. A substitute participant may be designated in place of the registrant who cannot attend.**

**For Additional Information or Special Accommodations, please contact Commie Carter Alabama DMH/MR Office of Staff Development at (334) 242-3177**